

**Arizona Set Aside Procurement Program  
Committee Meeting Minutes**

**April 4, 2007**

**Attendance:**

**Members Present:**

Jean A. Clark, Chair  
Susan Bayer, Parks  
Bill Branson, ACI

Jordann Carrillo, DES  
Loretta Cooley, Commerce  
Bev Hermon, AAPPD

Richard Monoco, AIB  
Bertha Witby, ADOT

**Members Absent:**

Sylvia Farley, DOC

**Others in Attendance:**

Miranda Riojas  
D. Williamson

Jeff Battle  
Michael Duncan

Steven R. King

**Minutes:**

- I. **Call to order.** Jean Clark, Chair, called the meeting to order at 1:30 P.M.
- II. **Roll call.**
- III. **Announcements.**
  1. Faye Myles, Community Outreach Program Manager, is retiring this April 30. SPO has started the process to upgrade the position with the intention that the person in the position will also be dedicated to the Set Aside program.
  2. Bev Harmon brought an update on the effects of Proposition 202, Minimum Wage, on providers who are not exempt. The Industrial Commission has written a broad policy statement to be used until new rules can be adopted to provide protection from the damage caused by the proposition. The state is exempt.
- IV. **Approval of minutes.** After noting a few non-substantive changes, Bill Branson moved to approve the minutes of the February 28, 2007 meeting. Richard Monoco seconded. ACTION: Motion passed unanimously.
- V. **CONTRACT ITEMS (Possible Action):**
  1. New Contract Request, AIB Document Imaging: Richard Monoco summarized the points on the handout about the confidential Electronic Document Conversion Services that AIB plans to offer. An RFP will go out for document imaging statewide. Their system interfaces with On-Base and can be customized to meet an agency's particular specifications. It was noted that agencies have to get approval from State Library, Archives and Public Records before using document imaging services. The contract request will be ready in the next 30 days and the committee agreed that they would take an email vote so progress would not be delayed.
  2. Bill Branson stated that mandated materials to be used on road and regulatory signs will have a price increase of 7-8%. He will get the information to the Committee and Jean Clark will ask for an email vote for the needed change to the contract.

## VI. CONTRACT UPDATE:

1. STARS, Cartridge Recycle Program: The program is moving along successfully with the marketing plan developed with the assistance of SPO. A presentation was made the major state agency's Chief Procurement Officers (CPO) at their meeting this morning with a request that the CPO's coordinate the implementation of the program at their respective agencies. SPO will track their usage.
2. STARS, Advance price increases on scouring pads and scrubbers: Jeff Battles, President of STARS, made of request to change their contract to allow the addition of two items:
  - Light Duty Cellulose Scrubbing Sponge at \$35.60 per case of 20, FOB Destination
  - Medium Duty Cellulose Scrubbing Sponge at \$35.60 per case of 20, FOB Destination

There was a motion by Richard Monoco to accept the two new items as stated. Jordann Carrillo seconded. ACTION: Motion passed unanimously.

Mr. Battles also requested price adjustments for cases of 20 on three items:

ITEM	CURRENT PRICE	PROPOSED PRICE
Medium Duty Scouring Pad	\$7.25	\$9.68
Light Duty Synthetic Scrubbing Sponge	\$21.29	\$24.05
Medium Duty Synthetic Scrubbing Sponge	\$21.29	\$24.05

The price changes are a result of the cost of raw materials and freight delivery increases.

There was motion by Bill Branson to accept the price increases as stated. Loretta Cooley seconded. ACTION: Motion passed unanimously.

3. Report Information: Committee members are to email their third quarter reports to Jean Clark.

**VII. FUTURE AGENDA ITEMS:** AIB will have a presentation on media sanitization for the July meeting.

## VIII. COMMITTEE COMMENTS AND SUGGESTIONS

## IX. CALL TO THE PUBLIC

At this time, the committee will hear comments from the public. Members of the committee may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01(G), action taken as a result of public comment will be limited to directing staff to study the matter or scheduling the matter for future consideration and decision at a later date.

For inclusion on the next regular agenda, contact Jan Hart at (602) 542-9146.

**X. ADJOURNMENT:** Meeting was adjourned at 2:40 p.m.

**NEXT MEETING:** Wednesday, July 11, 2007 at 1:30 p.m.

## FOR SPECIAL ACCOMMODATIONS

Please contact Jan Hart at (602) 542-9146 if you require special accommodations or if you cannot attend.

**POSTED:** July 12, 2007

  
Jean A. Clark, CPPO, C.P.M., CPPB, CPM  
State Procurement Administrator

Submitted by Jan Hart  
Executive Assistant, State Procurement Office

APPROVED BY THE COMMITTEE, July 11, 2007

  
Jean A. Clark, Chair